



JET PROPULSION LABORATORY
CALIFORNIA INSTITUTE OF TECHNOLOGY

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO. **JPL-TPF-2000**

FOR

**TERRESTRIAL PLANET FINDER (TPF)
ARCHITECTURE STUDY**

PROPOSALS TO BE RECEIVED AT JPL NO LATER THAN

Date: **February 4, 2000**
3:00 P.M. Pacific Standard Time

COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing and directed to the attention of:

Name: Jeff Cornish

Mail Station: 200-122

Title: Member of the JPL Acquisition Staff

California Institute of Technology
Jet Propulsion Laboratory
4800 Oak Grove Drive
Pasadena, CA 91109-8099

Date of Issuance: **January 7, 2000**

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GENERAL INSTRUCTIONS

1.0 PROPOSAL REQUIREMENT

The following provides general instructions and information regarding preparation of your proposal in response to this Request for Proposal (RFP). The effort to be performed, delivery schedule and/or performance period and contract type will be in accordance with the Specimen Contract.

2.0 PROPOSAL FORMAT

An oral presentation with advance submission of a past performance volume, technical/management volume that will consist of the viewgraphs to be used in the oral presentation and cost proposal volume will be used to evaluate and select up to three (3) contractors for negotiations. The first step of the selection process will be the early submission of your Volume III, Past Performance. This will be followed by the submission of your Volume I, Technical/Management (viewgraph) proposal and Volume II, Cost proposal by the proposal submission date. The next step will be an oral presentation to be given by the proposer at the proposer's facility, consisting of your response to the Technical/Management Instructions as outlined by your viewgraph proposal. The presentation will be followed by a JPL caucus and then a question and answer session with proposers held that same day. The volumes of your proposal are to be submitted in accordance with the instructions of the RFP. The required documents, as set forth in the Attachments to this RFP shall be a part of the cost volume.

3.0 SCHEDULE OF ORAL PRESENTATIONS

The sequence of presentations will be determined by JPL based on ease of travel and logistics. Only those organizations that have submitted a proposal, conforming to the requirements of this RFP, by the due date will be requested to make an oral presentation. Oral presentations are expected to begin the week of **February 14, 2000**. A specific date and time for each presentation will be coordinated with individual proposers.

4.0 SUBMITTING YOUR PROPOSAL

4.1 Organization and Format for the Written Proposal.

- 4.1.1 Your written proposal, which should be organized as closely as practicable to the format and sequence indicated in these proposal instructions, must be submitted as outlined below.

<u>Volume No./Title</u>	<u>No. of Copies</u>
Volume I – Technical/Management (Proposal Viewgraphs).....	Ten
Volume II – Cost	Ten
Volume III Past Performance	Ten

- 4.1.2 JPL plans to select Contractors not later than **March 8, 2000**. To facilitate this schedule, JPL requests that you submit Volume III, Past Performance by **January 25, 2000**. If you are going to submit past performance information prior to the proposal due date, clearly mark the outside of the package as follows:

VOLUME III, PAST PERFORMANCE
RFP NO. **JPL-TPF-2000**

4.2 Oral Presentation

- 4.2.1 JPL will send each proposer written questions concerning their Volume I- Technical/Management, Volume II- Cost or Volume III – Past Performance proposals three (3) calendar days before the scheduled date of each proposer's oral presentation. Each proposer shall decide how best to present the answer to each question. However the answer to these questions and any subsequent questions generated as a result of the oral presentation (see paragraph 4.2.6 below) shall be addressed during the three (3) hour question and answer session to assure closure of all questions.
- 4.2.2 Presentations shall address the information required by the Technical/ Management Instructions. You may organize your presentation/allocate your time in any manner you see fit; keeping in mind, however, the relative weight of each evaluation criteria, specified in paragraph 9.0 below and your ability to cover the material submitted.
- 4.2.3 The viewgraphs provided in Volume I are to be what is presented during your oral presentation, recognizing that some additional verbal explanation beyond the words on the viewgraphs is sometimes needed to fully explain some issues or points. **Oral presentations shall be solely based on the material submitted by the proposal due date. Accordingly, the proposer shall use all viewgraphs, submitted as Volume I, in their oral presentation.**
- 4.2.4 There shall be a four (4) hour time limit placed upon your oral presentation. JPL will formulate questions in writing during the presentation but will not interrupt the presenters during the oral presentation.
- 4.2.5 Following the oral presentation, JPL will caucus for two (2) hours, including lunch, to discuss and organize questions developed during the oral presentation. At the end of the two (2)-hour period, JPL will provide its questions to the proposer.
- 4.2.6 A question and answer session will be conducted with each proposer following the oral presentation and will be limited to three (3) hours. In this session, ALL questions, including those sent to proposers three (3) calendar days ahead of the

oral presentation, shall be addressed. The question and answer session shall constitute discussions as described in paragraph 7.1.3 below.

- 4.2.7 The total time for the entire session, including the oral presentation, JPL caucus and question and answer session with proposers will not exceed nine (9) hours, including lunch.
- 4.2.8 JPL cost questions will be either sent three (3) calendar days prior to the presentation or will be asked during the question and answer period.
- 4.2.9 The presentation will not be audio/video recorded by either the presenter or by JPL.

4.3 Address and Identification

To help ensure timely receipt and processing of your proposal, please download and affix the address label (Attachment I to the RFP cover letter) to the envelope/container containing a complete original copy of your proposal. (NOTE: the label is JPL's notification that the package you send is a proposal.) All proposal envelopes/containers must be identified with the RFP number that appears on the RFP cover page.

4.4 Hand Carried Proposals

Hand-carried proposals must be delivered to the California Institute of Technology/ Jet Propulsion Laboratory, Visitor Control Center, at 4800 Oak Grove Drive, Pasadena, California 91109, Building 249, where it will be received and time-stamped. Visitor Control is open to receive proposals only on working weekdays, between 7:30 a.m., and 4:30 p.m. local time. (**Note: Proposals are due at 3:00 p.m., local time February 4, 2000.**).

4.5 Other Proposal Transmission

Proposals will NOT be accepted by facsimile (fax) transmission or by electronic mail (e-mail).

5.0 GENERAL INFORMATION

5.1 Proposal Preparation and Related Costs

This RFP does not commit JPL or the Government of the United States to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.

5.2 Data

If the proposal contains data that either you or your subcontractors do not wish to be disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:

“Data contained in pages _____ of this proposal furnished in connection with RFP No. JPL-TPF-2000 shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to this offeror as a result of or in connection with

the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the contract. This restriction does not limit JPL's right to use or disclose any data obtained from another source without restriction."

5.3 Security

No classified information will be accepted by JPL in response to this RFP.

5.4 Requests for Clarification/RFP Addenda.

During the proposal preparation period, requests to clarify certain aspects of the RFP package or for additional information, must be in writing and sent to the individual designated on the RFP cover page, via Fax or e-mail. JPL responses providing additional information or clarification will be provided to all prospective proposers on the web site (<http://acquisition.jpl.nasa.gov/rfp/tpf>) as addenda to the RFP. In addition, any JPL-initiated changes to the governing documents in the RFP package will be provided to all prospective proposers as addenda to the RFP. Prospective bidders will be notified of the issuance of all addenda and the addenda content will be posted on the web site. JPL will not be responsible for explanations or interpretations of the RFP by any other means.

5.5 Retention of RFP and Proposal Material

Except where specified otherwise, the material furnished with this RFP should not be returned to JPL.

6.0 LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP is late. Any volume of a proposal received after the time and date specified will cause the entire proposal to be late. Late proposals will not be considered for award, except under the following circumstances:

- 6.1 JPL determines that the late receipt was due solely to a delay by the U.S. Postal Service for which the offeror was not responsible. Timely postmark or receipt of registered, certified, or express mail "next-day service," establishing the time of deposit must be evidenced.
- 6.2 JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.
- 6.3 No acceptable proposals are received in a timely manner.

NOTE: If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received at the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

7.0 SOURCE EVALUATION AND SELECTION PROCESS**7.1 Source Evaluation**

Proposals will be evaluated in the areas of technical and management as described in paragraph 8.0 below. A firm fixed price of \$1,800,000 for each of up to three (3) study contracts anticipated to result from this RFP has been specified. In order to attain the highest quality study possible proposers are asked not to propose an amount less than \$1,800,000. Conversely, due to current funding constraints proposers are asked not to propose an amount higher the \$1,800,000. Accordingly, price per-se is not a significant consideration in the evaluation process. JPL plans to make source selection based on the offerors whose proposals are determined to represent the best value to JPL. JPL will evaluate the proposals utilizing the following process.

- 7.1.1 Before issuing the RFP, JPL establishes specific criteria and their weighting for the evaluation of the Technical and Management proposals. After receipt at JPL, the proposals are evaluated against the pre-set criteria outlined in paragraph 8.0 below
- 7.1.2 Responsibility is assessed within the meaning of Federal Acquisition Regulation 9.1. Award will not be made to a Contractor deemed to be nonresponsible.
- 7.1.3 JPL will conduct discussions with each proposer following the oral presentation of the Technical/Management proposal. The purpose of the discussions is to assist the evaluators in fully understanding each oral proposal by:
 - 7.1.3.1 Discussing the aspects of each proposal which contain omissions, ambiguities and uncertainties;
 - 7.1.3.2 Verifying and identifying strengths and weaknesses that could affect work performance;
 - 7.1.3.3 Verifying the validity of the proposed cost; and
 - 7.1.3.4 Validating weaknesses of past performance.
- 7.1.4 JPL does not plan to make a competitive range determination.
- 7.1.5 After discussions, the results of the oral presentation and discussions are used to arrive at a final evaluation.
- 7.1.6 JPL may conduct limited communications with one or more proposers after discussions for purposes of further clarification.

7.2 Selection Process

The results of the final evaluation are submitted to the JPL Source Selection Official, who selects the Contractor(s) for negotiation.

- 7.3 JPL reserves the right to reject all proposals, to award a contract based on initial proposals (without proposal clarifications).

8.0 TECHNICAL AND MANAGEMENT EVALUATION CRITERIA

The Technical/Management evaluation criteria for this procurement are listed below. The factors shown under the criteria are not individually weighted for evaluation purposes and are not listed in any particular order.

8.1 Qualifications of Team Personnel- Criterion 1 (500 points)

The degree to which the experience of the team members and their skills are appropriate to the study tasks and assure a comprehensive and technically competent study effort. Factors to be considered are:

- 8.1.1 Experience of personnel,
- 8.1.2 Appropriate mix of personnel for all parts of study, including, but not limited to, science, technology, and systems engineering.
- 8.1.3 Availability of technical specialists, and alternate specialists if necessary.
- 8.1.4 Time available for each person is commensurate with responsibilities,
- 8.1.5 Number of direct hours to be expended on this study.

8.2 Development of viable observatory architectures- Criterion 2 (300 points)

The degree to which the proposed approach for performing TPF architecture trade studies in Phase 1 and performing detailed analysis of selected architectures in Phase 2 reflects application of appropriate methodologies for the development and evaluation of systems architectures and assures a technically competent study effort. Factors to consider are:

- 8.2.1 Approach and tools for developing system trades in the first phase of the study.
- 8.2.2 Methodology for evaluation and discrimination of architectures in the first phase of the study.
- 8.2.3 Approach and tools for detailed architecture analysis in the second phase of the study
- 8.2.4 Use of appropriate integrated tools for subsystem modeling and end-to-end integrated modeling.

8.3 Management Approach- Criterion 3 (200 points)

The degree to which the proposed management approach reflects a viable and well thought approach for organizing and implementing the study effort. Factors to be considered are:

- 8.3.1 Correlation between organization and WBS
- 8.3.2 Completeness of management approach, including lines of responsibility and communication within and between organizations.
- 8.3.3 Commitment of personnel

9.0 EXCEPTIONS TO TERMS AND CONDITIONS

A large number of exceptions or one or more significant exceptions to the General Provisions and/or Additional General Provisions may make your proposal unacceptable for evaluation. **You must provide a detailed explanation, including the rationale, for any exceptions you take.** Proposers who submit proposals with exceptions may be selected for negotiations. However, if an agreement cannot be negotiated, your proposal may be rejected.

VOLUME I - TECHNICAL/MANAGEMENT INSTRUCTIONS

1. INTRODUCTION

This portion of the proposal instructions sets forth the requirements to be followed in preparing the Technical Proposal. The following specific information must be included in to permit an evaluation of your technical and management capabilities:

1.1. Part 1 Qualifications of Team Personnel

List your proposed team members, including all personnel and subcontractor personnel. Describe their recent relevant experience in project design, recent relevant job assignment, the level of formal and on-the-job training, overall experience, percentage of time available to support this effort, and related experience in working on multi-disciplined teams. Describe the roles and responsibilities of the individual team members and how the mix of team members is appropriate for the study effort, including the amount of each team members time that will be applied to this effort. Specify the job classification of each individual and show their direct relationships to the direct hours proposed for your cost proposal. Describe availability, by name and background, of alternate technical specialists who can be drawn on.

1.2 Part 2 Development of viable observatory architectures

Describe in detail the methods that you propose to employ to evaluate your design alternatives relative to the science requirements. Describe the approach and tools you will use to evaluate and compare architectures. Describe in detail the approach and tools you will use to perform the detailed studies after the preliminary architecture review. Specifically address the approaches you will use to identify and infuse technologies that are in development for programs and projects outside TPF.

1.3 Part 3 Management Approach

Provide a diagram defining lines of responsibility within the study team and study team's responsibility within the hierarchy of all organizations represented in the study team. These diagrams should include, but are not limited to, an organization chart and work breakdown structure for the proposed effort. Describe the proposed management approaches, plans, and controls that you intend to use during the study. Discuss corporate commitment, including subcontractors, to obtain and keep proposed personnel and how resource issues are resolved. Show how your team structure addresses all aspects of the statement of work. Explicitly address lines of responsibility and communication across organizational and institutional boundaries where they occur.

VOLUME II - COST INSTRUCTIONS

This portion of the proposal instructions outlines the requirements to be followed in preparing the cost proposal.

1. PROPOSAL PRICING

Given a fixed-price contract for \$1,800,000, provide a breakdown of all labor categories and associated hours to perform the effort defined in the Specimen Contract. Submit the cost information requested under item 6.3 below, summarized by cost element and time phased by month. Labor should be proposed by work hour, not work month. This information should be submitted using Attachment A-15, "Cost Elements Breakdown," or your computer generated equivalent. If possible, include a copy of the data on a 3.5-inch computer diskette in an Excel or Excel-compatible format (e.g., Lotus 1-2-3, Quattro Pro, Microsoft Works, Dbase, etc.). If proposal includes separate phases or options, a time-phased summary must be submitted for each.

2. DATA SUBMITTAL

In preparing your proposal, you must submit the following, as applicable:

- 2.1. A Contract Pricing Proposal Cover Sheet, signed by the proposer's authorized representative. For proposals greater than \$500,000, a Contract Pricing Proposal Cover Sheet, signed by the proposer's authorized representative, stating:
 - 2.1.1 The solicitation number, proposed cost, profit or fee, and total;
 - 2.1.2 Whether your organization is subject to cost accounting standards (CAS);
 - 2.1.3 Whether your organization has submitted a CASB Disclosure Statement, and if it has been determined adequate;
 - 2.1.4 Whether you have been notified that you are or may be in noncompliance with your Disclosure Statement or CAS, and, if yes, an explanation;
 - 2.1.5 Whether any aspect of this proposal is inconsistent with your disclosed practices or applicable CAS, and, if so, an explanation; and
 - 2.1.6 Whether the proposal is consistent with your established estimating and accounting principles and procedures and FAR Part 31, "Cost Principles," and, if not, an explanation.
- 2.2 The cost information requested in paragraphs 2 and 3 below. (NOTE: If the price of a purchased item is based on adequate price competition as defined in FAR Part 15, the cost elements supporting data addressed in paragraph 3 is not required for that item.)

- 2.3. For proposals exceeding \$500,000, the cost or pricing data requested below must be certified in accordance with Attachment B-10, "Certificate of Current Cost or Pricing Data," upon contract negotiation, unless an exception applies. If any exception per Attachment B-13, "Claims for Exceptions to Cost or Pricing Data," is applicable, you must submit a written request in accordance with Attachment B-13 to qualify for an exception to the requirement for submission of cost or pricing data.
- 2.4. For each individual item included in the proposal for which the price exceeds \$500,000 and is based on catalog or market prices, or prices set by law or regulation, a written request for an exception to the submission of certified cost or pricing data in accordance with Attachment B-13, "Claims for Exceptions to Cost or Pricing Data," is required. If an item is subject to an exception but is priced at less than or equal to \$500,000, state the basis of the price and provide appropriate reference documentation; a written request for an exception is not required. The cost elements supporting data addressed in paragraph 3 below is not required on any item for which an exception applies.
- 2.5. A letter authorizing the release of rate and other relevant information to the Jet Propulsion Laboratory.

3. INDEPENDENT FUNDING

If you elect to submit a proposal in which you fund a portion of the effort, the proposal should clearly show the cost of the full requirement, and indicate which part of the effort is to be funded by the contractor and which part is to be funded by JPL. Note this cost proposal may be submitted in addition to or in lieu of a non Contractor-funded proposal.

4. PARTIAL PAYMENTS

Partial Payments will not be allowed under this Contract.

5. PROGRESS PAYMENTS

Progress payments will be allowed if requested under this Contract.

6. SUPPLEMENTAL BUSINESS/COST INFORMATION

6.1 Financial Statement

Submit a copy of your annual financial statements for the last three years and any information regarding additional resources required to perform the proposed effort such as an established line of credit or other financial resource. If this information has recently been submitted to JPL resubmittal is not necessary, simply reference the applicable JPL RFP number under which the data was submitted.

6.2. License and Royalty Information

If your proposal contains costs for royalties or licenses, indicate the amount and be ready to furnish details.

6.3 RFP Attachments, General Provisions and Additional General Provisions

The Section of this RFP entitled “Attachments,” consists of those forms and documents containing information applicable to this RFP which must be completed and attached to your cost proposal. Additionally, the General Provisions (GPs) and Additional General Provisions (AGPs) stated in the attached specimen contract can be found at the following URL address:
<http://acquisition.jpl.nasa.gov/e2000.htm>

**ATTACHMENTS TO THE SOLICITATION**

The following attached forms and documents are organized into two major groupings:

1. Group A must be completed and returned as part of your quotation or cost proposal.
2. Group B are for information purposes only in preparing your quotation/proposal.

GROUP A - Complete and return as part of your quotation/cost proposal, as applicable:**Attachment**

Number	Title and Form Number
--------	-----------------------

<input checked="" type="checkbox"/>	A-1	Acknowledgment (form JPL 2384)
<input checked="" type="checkbox"/>	A-2	Cost Accounting Standards (form JPL 2842)
<input checked="" type="checkbox"/>	A-3	Government Property Questionnaire (form JPL 0544)
		Health Programs (form JPL 2885)
<input checked="" type="checkbox"/>	A-15	Cost Element Breakdown (form JPL 0549)

GROUP B - For information only:

<input checked="" type="checkbox"/>	B-1	Waiver of Rights to Inventions (form JPL 62-301)
<input checked="" type="checkbox"/>	B-2	Summary Work Breakdown Structure (no form number)
<input checked="" type="checkbox"/>	B-6	Requirements for A Subcontracting Plan (form JPL 0294)
<input checked="" type="checkbox"/>	B-7	Security Requirements for a Classified Contract (form JPL 2891)
<input checked="" type="checkbox"/>	B-10	Certificate of Current Cost or Pricing Data (form JPL 2496)
<input checked="" type="checkbox"/>	B-13	Claims for Exceptions to Cost or Pricing Data (form JPL 2703)

VOLUME III - PAST PERFORMANCE

1. INTRODUCTION

This portion of the Proposal Instructions sets forth the requirements to be followed in preparing your Past Performance volume. The information that is provided in response to the directions contained in paragraph 2. below will be used to assess your past performance in technical, schedule, administrative and cost/price areas for contracts similar to the TPF study work effort.

JPL requests early submission of Volume III, Past Performance. Submission of your past performance information by January 25, 2000 will substantially facilitate JPL's evaluation process.

If you do not submit past performance early, all information required by this RFP, including Volume III, Past Performance, must be submitted by the proposal due date. Volume III should be prepared in accordance with the following instructions:

2. REQUIREMENT

Provide a synopsis and/or matrix presentation of all contracts performed by your organization within the past five (5) years which you consider similar to the TPF study work effort. The following information is required for each referenced contract:

- A. Contract number
- B. Customer name and current address
- C. Current customer contract administrator and technical manager
- D. Current telephone and facsimile numbers
- E. Summary description of work effort
- F. Applicability to the TPF program
- G. Initial and final periods of performance
- H. Contract type
- I. Average number of personnel assigned to contract effort
- J. Initial and final cost or price, including, if applicable, cost overrun data.

You are requested to inform the contact people for each referenced contract that JPL will be requesting information and that their expedited cooperation is requested.